

# **CEA** *CAREER EXECUTIVE ASSIGNMENT*



The California Department of Fish & Game  
invites you to apply for a  
**Career Executive Assignment**



**for DEPUTY DIRECTOR ECOSYSTEM  
CONSERVATION DIVISION, CEA 3**

**FINAL FILING DATE – MARCH 11, 2010**  
(Application must be postmarked by this date)  
**SALARY RANGE: \$8,594 - \$9,476**

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**Our employees are committed to managing and protecting California's  
diverse wildlife and the habitats upon which they depend.**

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## **POSITION INFORMATION**

### **Major Duties and Responsibilities:**

The Deputy Director, Ecosystem Conservation Division, serves as a member of the Department's executive and leadership teams. Supervises the Department's Ecosystem Conservation Division responsible for all aspects of habitat conservation planning, implementing the stream and lakebed alterations agreement program, statewide water policy development and implementation, the species and natural communities assessment and monitoring program, the creation of streamlined processes for renewable energy permitting, and the development of adaptation and mitigation measures, policies, and practices that provide clear benefits to fish and wildlife and recognize the uncertainty associated with future climatic states. Develops processes and policy for ensuring consistent statewide Department operations. Resolves operations policy differences and ensures implementation of statewide programs consistent with planning and policy division direction. In conjunction with Branch Managers in the Ecosystem Conservation Division, develops and implements organizational structures and defines statewide responsibilities and roles for implementing programs. Coordinates with the Deputy Director, Wildlife and Fisheries Division, the Deputy Director, Law Enforcement Division, and Regional Managers to promote integration of Department ecosystem conservation policies into operation of regional functions and programs.

Additionally, the Deputy Director, Ecosystem Conservation Division:

- Works with other State, Federal, and local government agencies, private organizations, and constituent groups to strategically develop and implement DFG's ecosystem conservation policies and programs.
- Manages DFG programs within fiscal resources and develops strategies to improve budget efficiency and alternate funding sources.
- Promotes DFG's commitment to and accountability for the preservation and protection of the State's resources through fair and consistent application of laws and responsiveness to the public.

- Represents the DFG on high-level task forces and committees, before the legislature, and at conferences and meetings with various governmental and constituent organizations related to land, water, marine, and fish and wildlife issues.
- Achieves the goals and objectives of the DFG's strategic plan.
- May serve in the absence of the Director or Chief Deputy Director with regards to policy decisions and program operations.
- Utilizes strong written, oral, and interpersonal communication skills to ensure continuing team development within DFG and inspires the use of these skills by staff.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

### Minimum Qualifications for Admittance:

**Applicants must meet the following minimum qualifications:**

**EITHER I:** Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**OR II:** Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

**OR III:** Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for salaries are set by statute) as defined in Government Code Section 18992.

**OR IV:** Must be a person retired from the United States military, honorably discharged from active duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

Applicants must have the ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of most of the more specific knowledge and abilities listed under "scope of examination".

### Scope of Examination:

#### Knowledge of:

The organization and functions of California State Government including that of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program.

#### Ability to:

Plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislature and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

The knowledge and abilities are expected to be obtained from the following kinds of experience:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

(The above experience may have been paid or volunteer; in State service, other government settings, or in a private organization.)

## EXAMINATION INFORMATION

### Type of Examination:

This examination consists of an application and Statement of Qualifications screening process with examination interviews conducted, if necessary, for those applicants meeting the pre-determined screening criteria listed below. Candidates must obtain a minimum rating of 70% to obtain list eligibility. Candidates are notified in writing of his/her results. The Director may conduct hiring interviews before a selection is made.

***APPLICANTS ARE REQUIRED TO ATTACH A "STATEMENT OF QUALIFICATIONS" TO THEIR APPLICATION NOT TO EXCEED TWO PAGES. THE STATEMENT SHOULD CLEARLY INDICATE "STATEMENT OF QUALIFICATIONS" AT THE TOP OF THE PAGE.***

***INCLUDE IN YOUR STATEMENT OF QUALIFICATIONS SPECIFIC EXAMPLES OF YOUR EXPERIENCE THAT DEMONSTRATES EACH OF THE FACTORS INCLUDED IN THE SCREENING CRITERIA. PLEASE NOTE THAT THE EXAMPLES YOU PROVIDE IN THE STATEMENT OF QUALIFICATIONS MAY BE THE ONLY TOOL USED FOR DETERMINING YOUR FINAL SCORE AND RANK ON THE ELIGIBLE LIST.***

***APPLICANTS NOT SUBMITTING A STATEMENT OF QUALIFICATIONS WILL BE DISQUALIFIED FROM THE EXAMINATION. A RESUME DOES NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.***

Applications/Statement of Qualifications requires employment history information including "to" and "from" dates (month/day/year), time base, and civil service class titles (if applicable).

### Screening Criteria:

- Knowledge of California's hunting, fishing, and environmental laws and regulations; ecosystem assessment methodologies; conservation planning and land-owner incentive programs, water policy and laws, and fish and wildlife programs as related to non-native invasive species.
- Knowledge of DFG's programs, policies, procedures, and overall mission.
- Knowledge of program evaluation and development.
- Knowledge of multi-species conservation planning and management.
- Demonstrated knowledge and experience in budgetary management and development and ability to make sound fiscal decisions.
- Demonstrated leadership skills.
- Demonstrated experience in formulating, implementing, and evaluating program policies.
- Experience working collaboratively with a variety of public, private, local, State, and Federal government entities and stakeholders involved with California's fish and wildlife issues.
- Ability to coordinate a large, complex state-wide project that includes regional and program staff.

### Length of List Eligibility:

The results of this examination may be used to fill subsequent vacancies in this position within the next 12 months. However, the Department may elect to consider new applicants in addition to those previously screened.

## HOW TO APPLY FOR THIS EXAMINATION

### Where to Mail:

The State Examination Application (Form STD 678) and Statement of Qualifications must be **POSTMARKED** by the U.S. Postal Service no later than the final filing date. **Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date of MARCH 11, 2010 will not be accepted.** Resumes are optional;

Statement of Qualifications required. Applications and Statement of Qualifications may be filed in person or by mail at:  
Department of Fish and Game  
Attention: Exam Unit  
1416 Ninth Street, Room 1217-B  
Sacramento, CA 95814

**How to Get an Application:**

Obtain a State Examination Application (Form STD 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at <http://jobs.ca.gov/OEC/jobs/stateapp.aspx>.

**Accommodations for Persons with Disabilities:**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

## QUESTIONS?

If you have any questions concerning this CEA examination or the testing process, please contact Tanya Bell, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

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The Department of Fish and Game reserves the right to revise the examination plan to better meet the Department's needs if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**California Relay (Telephone) Service for the Deaf or Hearing-Impaired**  
**From TDD phones: 1-800-735-2929**  
**From voice phones: 1-800-735-2922**

THE DEPARTMENT OF FISH AND GAME PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.